



**Employer Job Orders &
Resume Searches**

Employer Drop-down Menu

Michigan Talent Bank Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help



Michigan Talent Bank

Bringing People & Jobs Together

jobs available: 46,687
jobs today: 863
resumes available: 645,879

HOME

JOB SEEKERS

EMPLOYERS

CAREER RESOURCES

Welcome to Michigan Talent Bank

Whether you are looking for a job or looking for employees, the Michigan Talent Bank is the place to be. If you are a jobseeker, search more than 15,000 new job openings monthly and find it. If you are an employer, sign up to search more than 600,000 resumes and post your jobs to let jobseekers find you. Best of all, it's free for all users. Try us today!

Looking for a Job?

Search employer job listings and create your resume. It's FREE!

Find a job: [advanced search](#)

Keywords:

City:

Distance:

Employees?

Search resumes and post your job vacancies. It's FREE!

Registered Employers:

User Id:

Password:

New Employers

[home](#) | [job seeker](#) | [employer](#) | [career portal](#) | [local offices](#) | [contact us](#) | [about us](#) | [privacy statement](#)

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http://www.michworks.org/mtb/user/MTB_EMPL.EmployerMainMenu

Internet

Employer Main Menu Page

Michigan Talent Bank-Employer Home Page - Microsoft Internet Explorer

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Michigan Talent Bank

Bringing People & Jobs Together

resumes available: 645,879
resumes today: 1,426

HOMEJOB SEEKERSEMPLOYERSCAREER RESOURCES

Employers: Your Job Candidate Search Starts Here!  It's a whole NEW look - [Learn More](#)

[Sign Up For Free!](#)

By signing up, you can create job postings, search resumes, and find the qualified job candidates that your company needs. You'll also be able to:

- keep tabs on your favorite job candidates
- get automatic email alerts of new resumes that match your job orders
- save and reuse your search criteria

Review a sample of candidate search results or resumes, below:

- [View sample search results](#)
- [View a sample resume](#)
- [Employer features](#)
- [Employer testimonials](#)

Be sure to take advantage of all the features the Talent Bank has to offer. Use your Resume Carts to keep track of the candidates you find. Set up a Talent Scout with each job order you enter. Save your successful searches to use again.



Registered Employer? Login Now!

Registered Employers:

User Id:

Password:

LOGIN

New Employers Sign Up for Free!

FREE SIGN UP

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Done Internet

Employer Features

The screenshot shows a Microsoft Internet Explorer browser window displaying the Michigan Talent Bank Employer Home Page. The page has a green header with the Michigan Talent Bank logo and the tagline "Bringing People & Jobs Together". A blue box in the top right corner displays "resumes available: 644,739" and "resumes today: 208". The main navigation bar includes links for HOME, JOB SEEKERS, EMPLOYERS, and CAREER RESOURCES. The "EMPLOYERS" link is selected, and a pop-up window titled "Employer Features - Microsoft Internet Explorer" is open over the main content area.

Michigan Talent Bank
Bringing People & Jobs Together

resumes available: 644,739
resumes today: 208

HOME | JOB SEEKERS | EMPLOYERS | CAREER RESOURCES

Employers: Your Job Candidates

[Sign Up For Free!](#)

By signing up, you can create job posts, find the qualified job candidates that you want, and also be able to:

- keep tabs on your favorite job candidates
- get automatic email alerts of new resumes that match your criteria
- save and reuse your search criteria

Review a sample of candidate search results

- [View sample search results](#)
- [View a sample resume](#)
- [Employer features](#)
- [Employer testimonials](#)

Be sure to take advantage of all the features available. Use your Resume Carts to keep track of the resumes that interest you, and use the Talent Scout with each job order you enter to find the best matches for your searches to use again.

[home](#) | [job seeker](#) | [employer](#)

Employer Features

Resume Carts

Did you know you can save the resumes you are interested in by putting them in a resume cart? Perform the resume search and when you find the resumes you're interested in, simply add them to a cart. You can add a resume from the Search Results screen or by using the option at the bottom of the view of each resume.

You can have up to three carts with 25 resumes in each cart. The resumes will remain in the cart for 14 days from the day they were added to the cart. You must be logged in using your Talent Bank User ID and Password to access your carts.

Save Your Searches

Once you have taken the time to put together just the right resume search, save it! Customize your resume searches then save them to use again if the need arises. You can run the saved search again, edit it whenever you need to, or delete it if you won't use it again.

Try the Talent Scout!

The next time you enter a job order, try using the Talent Scout. The Talent Scout looks for resumes for you. You will receive a daily e-mail notice with links to the resumes that most closely match the Talent Scout criteria. The Talent Scout automatically matches on Job Titles, Job Location and Salary (if entered). You can also add keywords to the Talent Scout criteria to further refine your results.

Close

Internet

Michigan Talent Bank-Employer Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

M

T

B

Michigan Talent Bank

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HOME

Employers: Your Job Candidates

Sign Up For Free!

By signing up, you can create job postings, find the qualified job candidates that you need, and also be able to:

- keep tabs on your favorite job candidates
- get automatic email alerts of new job orders
- save and reuse your search criteria

Review a sample of candidate search results

- View sample search results
- View a sample resume
- Employer features
- Employer testimonials

Be sure to take advantage of all the features! Use your Resume Carts to keep track of your job orders. A Talent Scout with each job order you place will allow you to use searches to use again.

home | job seeker |

Done

Employer Testimonials - Microsoft Internet Explorer

M

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Michigan Talent Bank

Bringing People & Jobs Together

Mary G. "Thank you for helping me use the Talent Bank. This is a user friendly system! Quick, easy and I love that I can reuse a posting. The date just needs to be updated and the posting is active. It works!"

Ron W. "The site is search friendly. It's a really great source for possible candidates. The large database makes it easy to find the right employee. I have hired two employees and I'm very satisfied. I don't know who is responsible for it, but this is a great use of our tax dollars. Keep up the good work!"

Linda K. "I have used many web sites, but the Talent Bank gives me the best selection. The employees are ready to work. It's easy to post jobs and there is no cost. My small business can't do without it! Thanks to all the people who helped me last week."

Jeannie A. "Your site is one of the easiest to load a job. I hope it stays that way!! I have a wonderful response from your site!"

Michelle T. "I like the basic look of the web site, simple, easy to read, etc. I like the accessibility to services and ease of entry to the system. I bookmark my pages and have no trouble using it. Keep it simple!"

Carie H. "I have to tell you how great your website is! The volume of appropriate job seekers is incredible! I find the employees I need without a lot of searching. I am just amazed at the quality of people looking for work! It also impressed my boss. Thanks for asking!"

John S. "I am very satisfied with your web site. Searching is easy, resume carts are good, and the cost! I run a small business and I couldn't afford to pay for the other

Done

Internet


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resumes available: 644,739

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Employer FAQ's



Michigan Talent Bank

Bringing People & Jobs Together

jobs available: 46,318

jobs today: 24

resumes available: 644,739

HOME

JOB SEEKERS

EMPLOYERS

CAREER RESOURCES

Welcome to Michigan Talent Bank

Whether you are looking for a job or looking for employees, the Michigan Talent Bank is the place to be. If you are a jobseeker, search more than 15,000 new job openings monthly to find it. If you are an employer, sign up to search more than 600,000 jobseekers find you. Best of all, it's free for all users. Try us today!



Looking for a job?

Search employer jobs and create your resume

Find a job: [advanced search](#)

Keywords:

City:

Distance: miles

UPDATE

CREATE



Employer - FAQs - Microsoft Internet Explorer

Michigan Talent Bank


Frequently asked questions

- [What if I want to use this service but don't have an Internet connection at my place of business?](#)
- [I only want job seekers to contact me by phone or fax. Can I do that?](#)
- [My job opening is in a different county than my main office. How do I show this in my job order?](#)
- [I'm not getting enough resumes that meet my job requirements. What can I do?](#)
- [When I do a search, using city information, why do I get resumes from other cities?](#)
- [I am still getting calls and resumes although my job has been filled. What can I do?](#)
- [Can I search for resumes by the name of a Job Seeker?](#)
- [I'm getting too many resumes. What can I do to modify my search criteria?](#)
- [Why do I have to click on View Contact Information? Why doesn't this information come along with Viewing the Resume?](#)
- [I forgot my UserID and Password. How can I retrieve them?](#)
- [What is the best way to search for resumes in the Michigan Talent Bank?](#)
- [Is the information in the resumes verified by Michigan Talent Bank?](#)

Employer Sign Up




Employer Sign Up - Microsoft Internet Explorer


File Edit View Favorites Tools Help



Michigan Talent Bank

Bringing People & Jobs Together



- Employer ●
- Job Seeker ●
- Career Portal ●
- Local Offices ●
- About Us ●
- Privacy Statement ●
- Quit 

Sign up...

Please complete the form below to register your business with MTB. Items marked with a dot ● are required.

Business name●

Address●

Additional address

City●

State●

Zip● -

FEIN● [Explain](#)

Your first name●

Your last name●

Telephone ● Ext.

Fax

Email

Enter your Company's Website below, to have it appear on any job orders that you post. Also, we are providing our customers with the capability to find companies that offer internships. Please enter your Company's Internship Website below.

Web site

Company Internship Website

Please provide us information about your **primary** business.

FEIN Explanation - Microsoft Internet ...

The FEIN (Federal Employer ID Number) will be used to validate your business to assure that only legitimate employers have database access. For example, most Michigan companies have a 9-digit FEIN that begins with '38.' If you do not know your FEIN, check with your accounting department. The FEIN is assigned by the Internal Revenue Service. If you are a small business owner and only pay taxes through your Social Security number, you may use your Social Security number as your FEIN. If you fail to provide a valid FEIN (or SSN), your use of the system could be discontinued.

Done Internet

Employer Thank You Page


Sign Up Confirmation - Mozilla Firefox

File Edit View Go Bookmarks Tools Help




M

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B



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Employer ●


Job Seeker ●

Career Portal ●

Local Offices ●

About Us ●

Privacy Statement ●

Quit 

Thanks for Signing Up!


Step 1 You have completed Step 1 of the sign up process.

- You can Enter Job Orders immediately.
- You can Search Resumes, however, no contact information will be available until your FEIN is validated.

Step 2 FEIN Validation

- State of Michigan (Dept. of Labor & Economic Growth) staff will match your information with Michigan Department of Treasury records.
- Validation is usually completed within 24 hours or the next business day, except on weekends or State holidays.
- If FEIN Records Matched *and* an email address was provided, we will send email notification of approval. You will now be able to view the resume contact information.
- If FEIN Records Matched and *no email address* was provided, log in the next business day and try to view resume contact information. If you cannot view resume contact information, please [Contact Us](#).
- No FEIN Match: We will send an email or a letter (if no email address was provided) asking you to provide proof of the FEIN. We may request that you fax proof of the FEIN to us at (313) 456-3021.
- If You Have Not Been Notified:
If you do not receive an email the next business day, log in and try to view resume contact information. If you cannot view resume contact information, please [Contact Us](#).

Remember, your User ID and Password are required each time you use the MTB. To see your User ID, Password and Password Hint, [click here](#). Otherwise, click on the link below to go to the Employer Menu.

 [Click to Go to Employer Menu](#)

.....

[Employer](#) [Job Seeker](#) [Career Portal](#) [About Us](#)

[Privacy Statement](#) [Help](#) [Contact Us](#)

Job Orders

- Staff Always Use Mediated Services.
- Replicating Job Orders.
- Free Link to Employer Website.
- Apply by Website Only.
- Create Talent Scouts.

Mediated Services Menu

Mediated Services Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

MICHIGAN 12/10/98
WORKS!
One Stop MIS

Applicant Search Case Management Help/Info Special Functions OSMIS

Wagner-Peyser

- Staff Admin
- Michigan Talent Bank
- Online Reports
- Employer Menu
- Search Resumes

Welcome to the One Stop MIS Production System!

javascript:openWin('/ms/plsql/web_page.RedirectToMTBServer?virtual_url_path=%2Fmtb%2Fuser%2Fms_mtb_proxy.mainmenu','MTBF Internet




Employment Service Info

Employment Service Agency - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites RSS Mail Print Link Share SnagIt

Address <http://web.michworks.org/ESA/index.htm> Go



Employment Service Documentation Update Information

Home

ES Manual

ES Forms

ES Policies

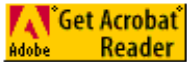
ES Memos

Reader

Email

Information concerning updates to Employment Service documentation will be posted here. This site contains many hyperlinks and there may also be hyperlinks in those linked documents. Although we attempt to keep these current, it is possible that you may find links that do not function. Please notify us of broken links, or any other problems you encounter using the email link in the menu.

Forms and documents linked to from this site require Acrobat Reader to be viewed. This program is available for download free of charge by clicking the "Get Acrobat Reader" button. Follow the directions to select and install the correct version for your PC's operating system.



Internet

MiOP Addition to Job Order

Enter Job Order - Microsoft Internet Explorer

File Edit View Favorites Tools Help

1200 characters will display)

Position type

Hours per week

Job(s) available

Number of Jobs Filled

The Michigan Opportunity Partnership (MiOP) helps Michigan businesses find the skilled workers they need. Michigan Works Agencies are the key statewide MiOP partners providing local services. If you click "Yes" below, a Business Liaison from a local Michigan Works Agency will contact you within 2 business days.

☐ Yes, in addition to the job matching features of the Michigan Talent Bank, I would like assistance in finding qualified candidates for this job order.

☒ No, I would like to use the job matching features of the Michigan Talent Bank to find qualified candidates for this job order.

To reach your local Michigan Works Agency, call 1-800-285-9675 Monday - Friday, 8:00 A.M. to 5:00 P.M.

Salary

Minimum pay \$

Maximum pay \$

per

Benefits offered

<input type="checkbox"/> Dental	<input type="checkbox"/> Paid Sick Leave
<input type="checkbox"/> Life	<input type="checkbox"/> Paid Vacation
<input type="checkbox"/> Medical	<input type="checkbox"/> 401(k)
<input type="checkbox"/> Optical	<input type="checkbox"/> Pension Plan

Other Benefit

Job Requirements

Talent Scout

Enter Job Order - Microsoft Internet Explorer

File Edit View Favorites Tools Help

This job is located in (city):

Detroit

Detroit
Detroit Beach
Dewitt
Dexter
Dexter Township

If there is a vacancy for the same job in another city, [click here](#).

Posting Period

Keep in Mind
This number can be modified at any time through the Modify Job Order option.

Enter the number of calendar days this job order will remain open (up to 180 calendar days)

If you do not enter a value, the job order will remain active for 30 calendar days.

Talent Scout

To retrieve your Talent Scout results, your email browser preferences should be set to accept HTML.

☒ Check here to activate the Talent Scout.
(Uncheck to inactivate this option)

Talent Scout Frequency: Daily

Talent Scout maximum resumes return:

[Explain](#)

Explain - Microsoft Internet Explorer

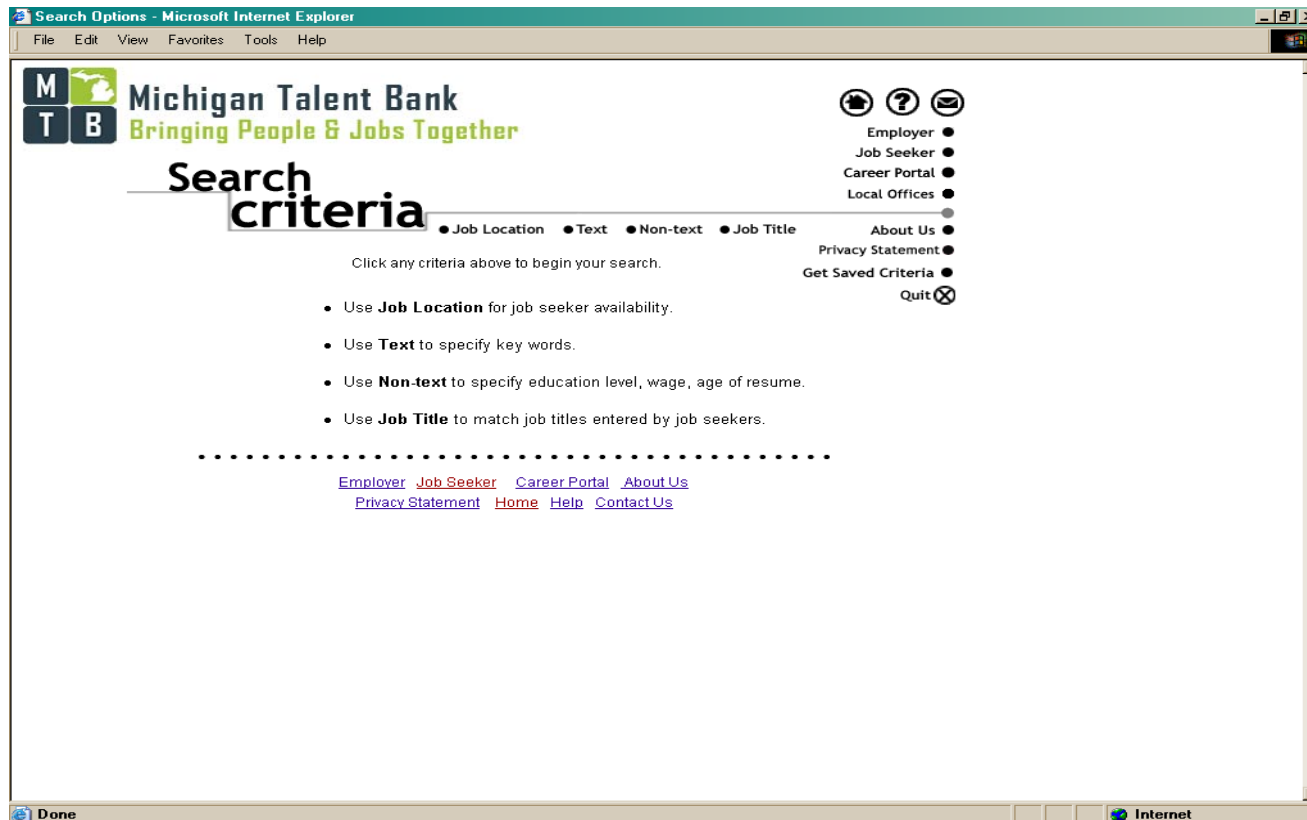
By activating the Talent Scout you will automatically receive a daily email notice listing resumes from job seekers who most closely match your Talent Scout Matching Criteria (Job Title, Location, Salary, and additional Keywords). The initial scout will return resumes entered/updated within the last 30 days.

[Close](#)

[Submit](#)

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Find the Right Resumes



Search Criteria

Search Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search Results!

1-20 of 250 resumes containing:

Your search criteria:

- Job title: **truck driver**
- Resumes last update: **(Resumes added or updated in the past 30 Days)**
- Job location: **Detroit**

The  indicates U.S. military veteran.

Age of Resume: 30 Days

Click on the resume Job Title to View Resume.
Click checkboxes to select resumes to be added to a cart.
Note: The system will not add a resume to a cart if it is already in that cart.
Once a cart has been selected, items in that cart are no longer selectable from the search results list.

Note to Employers:
When you click on the job seeker's resume below, their contact information will not be available. You must click again on View Contact Information. This step ensures compliance with equal opportunity standards which require that employers evaluate the job seeker's qualifications without bias towards name or place of residence.

- ☐ [Sanitation Truck Driver, cdl truck driver, route driver, delivery driver, Class B Delivery Truck Driver, straight truck driver, driving, General Truck Driver, cdl truck driver, custodian, janitor, cleaning, building cleaning, janitorial](#) Qualified truck driver with CDL-A/airbrake endorsement and perfect driving record. Experienced in truck maintenance. Excellent social skills. Excellent references.
-  ☐ [Tractor Trailer Truck Driver CDLX Semi Truck Driver, Tractor Trailer Truck Driver CDLX Semi Truck Driver, Tractor Trailer Truck Driver CDLX Semi Truck Driver](#) To obtain a position as a Local Truck Driver where I can utilize over 30 years of experience, my skills and abilities for further advancement. Possess CDL with X endorsement.
- ☐ [Tractor Trailer Driver, cdl truck driver, semi tractor/truck driver, cdl truck driver, hazmat, doubles, OTR CDLA Truck Driver, regional cdl truck driver](#) I am seeking a position as a Truck Driver with CDL-A, T, HZ where I can utilize my excellent driving skills and provide a company with the secure, safe, and on time delivery. I have 15 years experience as a reliable, and dependable driver.
- ☐ [Professional Truck Driver, CDL A truck driver, route driver, delivery driver, cdl truck driver, CDL A truck driver, route driver, delivery driver](#) To obtain a job where I can utilize my skills, abilities and experience as a professional CDL class A truck driver with a reputable company.
- ☐ [CDL Class A Truck Driver, delivery driver, cdl truck driver, General Laborer, warehouse, shipping](#)

Saved Search Criteria

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Saved Search Criteria

click on a radio button ☐ to select a search criteria to edit, run, or delete.

Sort by: ☒ Name ☐ # of Resumes matched ☐ Date of Last Search [Sort Search](#)

	Name	Criteria	# of Resumes Matched	Date of Last Search
<input type="radio"/>	ARI Environmental	All key words: air pollution Resumes last update: (Resumes added or updated in the past 30 Days)	19	07/21/2005
<input type="radio"/>	Cable Installer	Any key words: cable installer Resumes last update: (Resumes added or updated in the past 30 Days) Job location: Detroit	250	09/07/2004
<input type="radio"/>	Snow Plow Drivers	Any key words: snow plow drivers Resumes last update: (Resumes added or updated in the past 30 Days) Job location: Troy	250	01/27/2004
<input checked="" type="radio"/>	Truck Driver 04132006	Job title: truck driver Resumes last update: (Resumes added or updated in the past 30 Days) Job location: Detroit	250	11/06/2006

[Run Search](#)
[Edit Search](#)
[Delete Search](#)

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Resume Shopping Carts

Search Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

manufacturing assembly work. I am looking to secure a position in any of these Fields or work.

- ☐ 6. [Cable tech...Computer tech...Sales Rep](#) Obtain Network **cable** Tech field tech **Cable** fiber computer Tech
- ☒ 7. [Cable Installer...Engineering Internship...Laborer](#) Seeking a job in **cable**, engineering, or any laborer positions.
- ☒ 8. [cable installer/technician...broadband technician...satellite installer](#) Looking for a full time position in the internet field, such as fiber optics installation, in both residential and commercial..wireless installation as we'll.
- ☒ 9. [low voltage cabling installer...Cabling technician...Cable Puller](#) To utilize and improve my communications skills as a part of a dedicated team or individual to help a company meet and exceed its goals.
- ☒ 10. [operator...Shipping and receiving...Installer](#) To work for an exciting fun job full of challenges and growth opportunity
- ☒ 11. [Driver...Cable TV Tech / Internet Installer / Service Tech...Shipping And Receiving Warehouse Person](#) To Find Employment That Allows Me To Advance The Existing Knowledge I Currently Possess, Or With The Opportunity Which Allows Me To Learn And Develop New Skills That Can Create A Stable And Positive Future For Myself And Family.
- ☒ 12. [satellite installer...cable installer...sale's](#) satellite/ **cable installer**
- ☒ 13. [hilo...shipping/receiving...general labor](#) Hilo, shipping/receiving, **cable installer**.
- ☒ 14. [VOICE/DATA TECH...CABLE TECH...general](#) a full time position in telcom
- ☒ 15. [Cable Installer...Shipping and Receiving](#) To obtain employment to utilize and enhance my skills as a **cable installer** or in shipping and receiving.
- ☒ 16. [Communications Installer...Customer service technician...Customer care rep](#) Full time or part time job opportunity wanted as a managaer,casheir,salesperson or retail worker. I have good math skills, enjoy customer service and will make a good first impression for your business.
- ☒ 17. [Project Coordinator...Project Supervisor...Installation Technician](#) To obtain a Full Time Position as a Project Coordinator and/or **Cable Installer** in the Telecommunications field.
- ☒ 18. [Computer repair...Network technician...Electronic Technician](#) Seeking permanent full time employment as a Computer, Electronic, or Electrical Technician.
- ☒ 19. [Mobile Electronics Installer...Computer Repair...Cable Installer](#) Seeking a full time position in the **cable** TV, high speed internet, or mobile electronics installation Fields.
- ☒ 20. [Driver...Painter / Renovations...Cable Installer](#) Looking for a Local truck driving job, I Have a CDL License A,C. a Job in Previous Occupation. Painter with Drywall Repair Services /Handyman. (Alarm,Phone,**Cable**,Fire,CCTV,Intercom **Installer**.Residential,Commercial.

[Add Resumes To Cart](#)

Enter key words to **refine this search**

NEXT ►

.....

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Cart View

View All Carts - Microsoft Internet Explorer

File Edit View Favorites Tools Help

M T B Michigan Talent Bank
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Resume
Carts

1. [Cable Installers](#) (20 Resumes) Created: 11/06/2006
2. [Truck Drivers](#) (5 Resumes) Created: 11/06/2006
3. [Snow Plow Driver](#) (2 Resumes) Created: 11/06/2006

Click on cart name to view the content of the cart.

.....

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Home ? Mail

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- Privacy Statement ●
- Edit Criteria ●
- New Criteria ●
- Save This Criteria ●
- Get Saved Criteria ●
- View Results ●
- Quit X


Job Openings Filled

Modify Job Order List - Microsoft Internet Explorer




File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address http://www.michworks.org/mtb/user/PKG_JOBS.JobOrderList?lat=2006110357450 Go



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Modify Job Order List

- To view or print the details of a job order, click on the **Job No.**
- To modify the content of Active jobs (or activate/deactivate a Talent Scout), click on the **Job Title**.
- To reactivate an inactive job order, go to Job Status, click on **Inactive** and update the job order.
- You can easily enter the **No. of Jobs Filled** for each job order from this screen.
- You can also change the **Job Status** if you want to inactivate a job order.

Clicking **Modify**, **Next** or **Previous** will save all changes.

NEW When you view or print the details of an inactive job order, you will now be able to see the date your job order was inactivated and the number of days it remained open.

Show: Sorted by:

Job No.	Job Title	City	Posted By	Date Posted	Date Last Updated	Days To Inactivate	No. of Jobs Filled	No. of Available Jobs	Talent Scout	Job Status
2476144	Courier	Livonia	STAFF	07/25/2006	07/31/2006	0		1	-	Inactive
2451221	Courier	Livonia	STAFF	05/10/2006	07/25/2006	0	6	1	-	Inactive
2451265	Courier	Warren	STAFF	05/10/2006	07/25/2006	0	6	1	-	Inactive
2476145	Courier	Warren	STAFF	07/25/2006	07/25/2006	0		1	-	Inactive
2451270	Record Center Specialist	Livonia	STAFF	05/10/2006	07/25/2006	0	12	1	-	Inactive
2451276	Record Center Specialist	Warren	STAFF	05/10/2006	07/25/2006	0	9	1	-	Inactive
2476147	Record Center Specialist	Livonia	STAFF	07/25/2006	07/25/2006	0		1	-	Inactive
2476149	Record Center Specialist	Warren	STAFF	07/25/2006	07/25/2006	0		1	-	Inactive

Questions? Suggestions?

☛ Talent Bank Help Desk

1-888-253-6855

MTBHelp@michigan.gov

☛ Mediated Services/One Stop MIS

<http://services.michworks.org>

implementation@michworks.org

☛ Talent Bank Training Site

<http://training3.michworks.org>

Questions and Discussion

